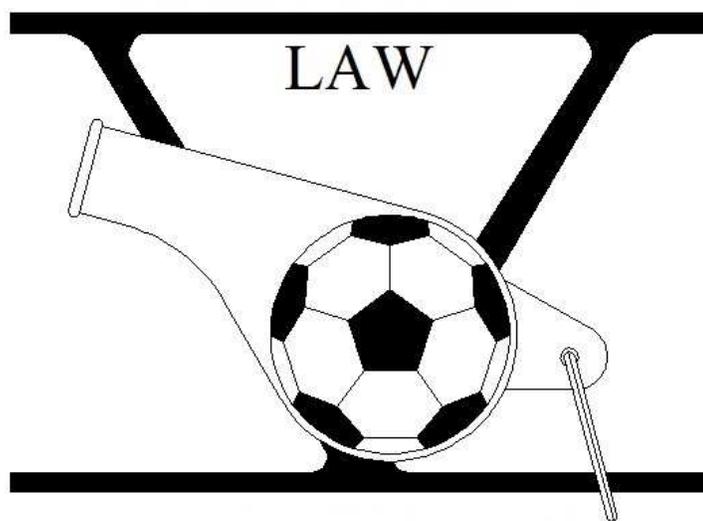


SALEM SOCCER REFEREE ASSOCIATION

S.S.R.A.



OPERATIONS MANUAL 2019/2020

“Celebrating over 40 years of supporting youth soccer”
www.ssraref.com



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ABOUT THE ASSOCIATION

The Salem Soccer Referee Association (SSRA) welcomes men and women interested in providing refereeing services to high school and community youth leagues throughout the mid-Willamette Valley. The Association has been active for over 40 years and is a chartered association of the Oregon Schools Activities Association (OSAA).

The Salem Soccer Referees Association is a nonprofit association governed by Articles of Incorporation and By-laws as well as Administrative Rules. An executive board carries out the daily administration of the Association. The membership profile reflects 40 to 60 individuals representing all walks of life and ages spanning from 17 to more than 50.



The role of the Association is to 1) promote the game of soccer; 2) recruit and train soccer referees; 3) provide certified soccer referees to client schools; 4) act as a technical advisor to OSAA and 5) assist in maintaining the games' integrity by providing for players' safety, good sportsmanship and fair and equitable play.

For the past 40+ years, SSRA has developed a long history of commitment and dedication to high school soccer in the greater Mid-Willamette valley. Many referees have moved through the organization over time. The Association recognizes many of those referees annually, their "love of the game" means hours of time away from careers and family to provide for quality contests for high school soccer players.

The Association serves 35+ schools and their 100+ teams in the cities of Salem, Stayton, Monmouth-Independence, Amity, Aurora, Dayton, Sheridan, Gervais, Molalla, McMinnville, Silverton, Woodburn, and Yamhill-Carlton. Referees, once trained and certified, are assigned games primarily on weekday afternoons and some Saturdays. Over the years, the Association leadership has developed specific policies and guidelines to 1) give the membership clear and consistent guidelines and 2) provide the most efficient service possible.

Game Assignments

SSRA has specific guidelines, which guide game assignments. The assignments are coordinated through the Association and officials will give priority to those games that have been coordinated by and are assigned by the assigning authority, the Commissioner and/or the association assignor of games.

If an official accepts an assignment directly from an association client (any school), the Executive Board can make a referral to the Professional committee for possible disciplinary action.

The Association assigns games online through the www.oregonsoccercentral.com (OSC) website. Availability must be provided via OSC prior to any assignments being given. Officials must have daily access to a computer or mobile device and that has internet service to receive and accept assignments and file game reports in a timely fashion.

All assignments from the beginning of games in August through playoffs in November will be made on OSC. You must log on to www.oregonsoccercentral.com to accept/reject assignments. Any Conflicts are to be resolved by contacting the current Commissioner and/or game assignor.

The SSRA utilizes a streaming process in the matching of referees to games assigned with the input of senior officials, the Association Trainer, the Commissioner and Assistant Commissioner, and the Board, referees are streamed annually utilizing RANKS which are consistent with OSC. The rankings used are consistent with the rankings of the games in OSC and will reflect appropriate rank levels for officials. Criteria utilized in considering the rank of assignment include attendance at training sessions, physical tests, experience level doing USSF and collegiate level matches, other recognized certifications, and professionalism (i.e., dress and appearance, mechanics, fitness, attention to administrative duties, etc.).

Official's Rankings are as follows:

Ranking 6-7 - Referees can work as an assistant referee on freshman or J.V. matches or as a center or dual referee on freshman or J.V. matches.

Ranking 8-9 - Referees can work as an assistant referee on J.V. or lower level varsity matches. Be a center referee on lower level varsity matches or dual referee on mid-level matches.

Rank 10-11 - Referees can work as an assistant referee on any match or work as a center or dual referee in all but the most competitive of matches.

Rank 12-15 - Referees work as a center, dual referee or assistant referee in any high school match.

This streaming process equates to a ranking for assigning purposes on OSC. Although referees may be assigned games above their ranking, they will not be able to self-assign themselves for games rated above their ranking. Self-assigning of games will be encouraged, especially once games have been posted.....check for open and available slots often.

The Commissioner/Assignor are guided with established ranks for each match, which was coordinated with OSC. It reflects the degree of competitiveness of the games. The Commissioners may use their discretion in assigning referees outside of their level when circumstances warrant.

If referees believe that their current ranking is not accurate and wish to appeal their ranking level, the Board will entertain only those appeals submitted in writing. The written appeal (accepted only once per season) must use the criteria listed above in challenging the original streaming determination (i.e., number of games done) and accompanied with a non-refundable fee of \$45 minimum which may be higher depending upon the number of assessors assigned to do an assessment.

GAME REPORTS

The game reports are the responsibility of **all officials** (center and AR's) and must be completed for every game done. Reports are done online at www.oregonsoccercentral.com. Game reports will not be accepted by the site until all required information is completed. It is recommended game reports be done as soon as possible to ensure the Commissioner can be appraised of any issues that may be challenged by any school representative or the OSAA.

Please make sure you give complete information on yellow and red cards, for what reason the card was given and make sure to include the proper code. It is recommended you use your current NFHS rulebook to while you complete your report. This will allow for correct coding of the cards that were given. When completing reports refrain from excessive elaboration, stick to the facts...avoid speculation or hearsay.

All game reports are required to be completed to receive your payment for the completed game.



You must Contact the Commissioner/Assignor, **Jose Maciel** at 503-409-8103 immediately and no later than 11:00 p.m. upon the conclusion of the match for the following situations:

- **Termination or suspension of any match for any reason.**
- **Red Card (ejection), without substitution, of any player or coach.**
- **Any Yellow Card (caution) of any coach or bench personnel.**
- **Excessive fan misconduct or any form of taunting for any reason.**
- **Improper uniforms, improper or lack of field markings, unsecured goal posts, lack of first aid or blood borne kits, or other items that may not keep a game from occurring but need correction. (also note in your OSC game report)**
- **That you officiated a varsity match alone.**
- **Any issues with your officiating crew.**
- **Injury requiring emergency medical care (911).**

REGARDING PLAYER ELIGIBILITY - do not take any actions on the field based on opposing coach or athletic director input about who can and cannot play the commissioners, athletic directors, and leagues will sort out who can play – you must however report the matter via a phone call to the Commissioner and in your OSC game report.

Member Meetings and Game Attendance

All referees are expected to attend all scheduled training sessions and meetings. Failure to do so may result in the loss of assigned games and/or forfeit of a fine in the amount of \$25 per meeting for up to three sessions missed. For referees to be excused, you must be doing an assigned game, an injury/illness, and have contacted the commissioner/assignor in advance. Referee's with three unexcused sessions will be referred to the Professional Committee and may not be assigned further games until the Professional Committee makes their determination.

Penalty for failing to show, without just cause, **for a game** or not giving reasonable notice to the commissioner or game assignor will result in the referee being penalized the total amount that individual would have been paid for the game. In addition, the referee will be referred to the Professional Committee and will be subject to possible disciplinary action as recommended by the Professional Committee.

The physical test is not mandatory however, participation is encouraged as it is can be used to assign playoff assignments and high-level varsity matches.

Referee Cancellations and Emergencies

Referee cancellations and emergencies will happen from time to time. However, once an assignment is accepted by the referee, he/she is expected to fulfill the obligation.

If an **emergency situation** does arise, the referee **must do** the following:

1. Notify the Assignor first via a **phone call** and if you cannot reach them leave a voice message and text message to return your phone call. If you are unable to contact the assignor, contact the Commissioner or Co-commissioner as soon as possible, preferably with 48 hours' notice or more.
2. Log into OSC and turn back the assignment and provide a written reason about why you are turning the game back (i.e. you will briefly describe your emergency. As the OSC system does not let you turn back the game within 7 days of the game date. The assignor and you will have a documented reason why you are unavailable.)
3. If neither Commissioner can be notified (directly, messages won't suffice), the Referee is expected to find a qualified substitute which can include the officiating crew you are assigned to officiate with and follow up by notifying the Commissioners of the substitute's name.
4. The worst-case scenario would be that you could do neither of the above and the schools are expecting you to arrive to do a game. **CALL THE SCHOOL AND NOTIFY SOMEONE IN AUTHORITY OF THE SITUATION.** Then call the Commissioners with the details and in this case you can leave a message.
4. **IN ALL CASES IT IS IMPERATIVE THAT SSRA REFEREES SHOW UP, ON TIME, IN UNIFORM AND READY TO DO THE JOB.**

COMMUNICATION/TRANSPORTATION PROTOCOLS

The communication protocols need to be followed with the board members, commissioner, and assistant commissioner. Business of the SSRA should not interfere or burden these individuals' work hours or place of business. Please follow these guidelines:

Game Schedules– check the www.oregonsoccercentral.com website daily. It is recommended that you check OSC once in the morning and once at night at a minimum basis. Consistent checking of OSC throughout the day is strongly encouraged. Be checking your email consistently as that is the primary means of communication by the Commissioner and Assignor. Routinely communicate by e-mail with your crews and assignor. Text messages and phone calls are also appreciated and will be taken by the assignor.

Concerns- Any SSRA Board member can be contacted and is available to any official who may have a concern that they would rather talk to a SSRA Board

member. Email is the primary contact however they may be contacted via phone if needed.

The center official is responsible to reach out to the crew via email using the function in OSC to communicate with the crew. It is an opportunity to talk about estimated time of arrival to the field. Coordinate carpooling if appropriate and/or the uniform that will be used. The officials will be provided a roster of active officials for the season, which can be used to communicate with one another.

Transportation is the responsibility of the head referee. All officials will be provided mileage for their matches however if you are able to coordinate carpooling it is strongly encouraged as it is a great opportunity to complete a good in-depth pre-game. *Referees under the age of 18 are responsible for their own transportation to and from the game sites.*

Professionalism and Referee Conduct

The success or failure of the organization and each of its members relies on the respect we earn from our clients and the citizens of their communities. To attain the professional goals each referee must remember to **always** do the following:

- Be mentally and physically prepared for each contest.
- Have a clean uniform, polished predominately black shoes, proper equipment and a smile.
- Be on time and in the correct location for the contest.
- Treat your fellow officials with respect, back each other up, and never say anything negative about them to anyone.
- Administer the game and the rules as you are directed.... your version is outside of the parameters for which you are being paid to do.
- Put the player's safety first.
- Make sportsmanship on the part of the players and coaches important.
- Be fair and impartial.
- Be professional and handle situations with calm authority, which means never yelling at a coach, player, or fan; always speak, act and perform in a respectful manner.
- Attend clinics and meetings to improve yourself, refrain from being critical of the clinician or to argue and dwell upon "war stories."
- Accept all games assigned regardless of level; every level has its challenges and all soccer athletes deserve a good referee.
- Remember that we are all human and we make mistakes...learn from them and strive for excellence.

- Keep your commissioners and officers informed of problems before, during and after games as well as concerns with association operations.
- Keep a record of your games done.
- Always have a lot of fun!

Referee conduct and professionalism is of paramount importance to the overall performance of this Association. The OSAA policies state that officials are prohibited from engaging in the following conduct:

- Use of tobacco products, drugs, and/or alcoholic beverages, or being under the influence of drugs and/or alcoholic beverages at an interscholastic facility.
- Engaging in unsportsmanlike conduct at an interscholastic event. For purposes of Rule 4, "unsportsmanlike conduct" includes, but is not limited to, unwarranted physical contact, profane language and/or taunting.
- Making a bet or taking a bribe in connection with an interscholastic event.
- Being convicted of: (a) a felony involving the use, possession or sale of a controlled substance within the last ten years; (b) a crime involving the use or threatened use of violence against a person within the past ten years; or (c) a crime involving a minor child at any time.
- Engaging in any action which, within the discretion of the Commissioner of the local officials Association or the OSAA Executive Board, gives rise to a concern for the safety of children due to the official's conduct, indicating that the official cannot objectively perform the official's duties, or otherwise is inconsistent with the OSAA's responsibilities to its member schools, the student participants or the parents of the participants.

Contests Free of Discrimination - "The Oregon School Activities Association encourages schools to provide an environment for school activities which is free of discriminatory insults, intimidation, and harassment. Participants, school personnel, and all who attend OSAA-sponsored events should not discriminate against anyone based on race, religion, gender, or national origin. Adults should be sensitive to acts of discrimination and encourage students to report such acts to school officials. School personnel and **CONTEST OFFICIALS** are expected to take timely action to halt any discriminatory act."

Physical Contact with Referee – Physical contact between a coach/player and an official shall be considered a gross act of unsportsmanlike conduct. The offending coach/player shall be immediately ejected from the contest, shall be suspended for a minimum of one contest and may be required to satisfy other requirements as prescribed by the OSAA EXECUTIVE Board. Both the athletic director of the school of the offending coach/player and the commissioner of the officials shall notify the OSAA of the incident by the next workday.

Ejection Policies - OSAA has several ejection policies and referees must report to the Commissioner any and all red card ejections immediately so the appropriate reports can be filed with OSAA and the schools involved.

Official's Disclosure and Consent to Criminal Conviction History - all high school officials are required to complete and sign a disclosure and consent to criminal conviction history check form. Failure to submit the form or not sign it will exclude the individual from certification as an OSAA soccer referee.

Referee Discipline Referee Discipline is required from time to time. Members of the Association (SSRA) agree, by virtue of signing the Association's Independent Contractor Agreement, to abide by the rules and regulations of the National Federation of State High School Associations, the constitution and bylaws and operational policies of the Association (SSRA).

Occasionally, the Commissioners may refer a referee to the Professional committee. The Salem Soccer Referees Association Professional Committee is appointed by and responsible to the Commissioner. It acts as a fact-finding panel and makes recommendations for discipline. Depending on the severity of the referral, discipline may be progressive or the services of the individual may be terminated.

Generally, referral will **not** be required if the referees meet these performance expectations:

1. Completing accepted assignments as scheduled. When unable to do assignment, giving the Assistant Commissioner or Commissioner at least five days prior notice.
2. Submitting written reports on problem games/players as required.
3. Calling, the same day of the contest, the Commissioner with a verbal report of ejections, unruly players, coaches, and or fans and uncooperative athletic directors or school administrators.
4. Not receiving a complaint (s) from client school (s). Although complaints are not a regular occurrence, they do come up from time to time. The Commissioner exercises broad discretion in making determinations for disciplinary review.
5. Attending all mandatory training and assignment meetings.
6. Arriving at the soccer field at least 15 minutes prior to game time and getting games underway as scheduled.
7. Following the National Federation of State High School Association Officials Code of Ethics and the policies in this Operations Manual.

Referee Uniform



The Referee uniform specifications are determined by the rulebook and local interpretation. In all cases, the Association expects referees to present themselves in proper uniforms at all assignments. An appropriate uniform consists of the following:

- An official USSF gold or black short sleeved shirt.
- Playoff referees are required to have four shirts: one short and one long sleeved USSF gold **and** one short and one long sleeved USSF black shirt.
- Official black shorts (no short-shorts or shorts below the knee).
- Black shoes (may have manufacture logo).
- Black knee-high socks with three white stripes.
- Two whistles, cards, stopwatch, flipping coin, pencil, and scorecard.
- Patch is worn on left breast pocket.
- When referees are assigned to games where there is a color conflict with the players, the officials must change to alternate MATCHING shirts.
- Other possible shirt colors, red, blue or green.

INSURANCE

Referees, as independent contractors, are responsible for all of their own personal medical/accident, disability, and liability insurance. Amateur sports officials are exempt from workers' compensation (ORS 656.027). OSAA requires referees to purchase a seasonal medical policy (included in certification fee). The Association requires that referees give their primary insurance carrier name and policy number as part of their season contract. In addition membership in the National Federation of Interscholastic Officials Association provides liability insurance which covers the referee when doing college, high school, and youth league games assigned by the association. However, each type of insurance and/or insurance carrier has limitations on the conditions under which individuals are covered. Each referee is ultimately responsible for his or her own insurance coverage. Workers Compensation Insurance is also the responsibility of the referee as noted in the Independent Contractors Agreement.

UNEMPLOYMENT BENEFITS
DO NOT APPLY FOR ANY UNEMPLOYMENT BENEFITS AS NONE ARE PROVIDED TO INDEPENDENT CONTRACTORS.

Fees and Charges to Schools (2018-2019)

The Oregon School Activities Association determines the fees and charges to schools. Local association leadership makes the decisions regarding the distribution of those fees.

Type of Assignment	6A, 5A, 4A (Per Game)	3A, 2A, 1A (Per Game)
Varsity (3 crew)	\$181.50	\$164.25
Varsity (Dual)	\$121.00	\$109.50
Varsity (solo-emergency)	\$80.47	\$80.47
JV High School (Dual)	\$91.00	\$82.50
JV High School (Single)	\$60.52	\$54.86
Mileage from Salem	\$0.50	\$0.50

Commissioner Fee \$63.00 per Schedule
 Check Writing Fee \$63.00 per Schedule

FEES AND CHARGES TO REFEREES are determined by the SSRA Executive Board.

Full Membership: \$55 per year
 Youth Membership (16-18 yrs) \$no cost, all other fees apply
 Assignment/Training/Assessment Fees: \$3.00 per game
 High School Certification & Insurance: \$63.00

Certification fee of \$63.00 must be paid up front at time of on line registration. The fee includes the current season Rule Book, OAOA membership, NFHS Officials Assoc. Membership & Insurance, Criminal History Check, Certification Patch, Leadership Officiating Resources, Pre-season Guide, and soccer mailing/handling fee.

REFEREE PAYMENTS

Referee payments will be distributed to officials two times for regular season matches. A third payment, from the OSAA, will be made to all officials who officiated a playoff match. This playoff payment will occur after the state soccer championship matches.



Referees should take note of these special requirements:

- × **Every referee must complete an online game report. Center/lead/or head referees will be asked to give complete game information. Assistant referees will have a shorter game report form to complete.** All game and mileage payments will be made from game reports, following reconciliation with the schedule. **Absolutely no game payments will be made until a game report is filed.**
- × **With the use of the soccer website, mileage is paid on a set amount, basically each referee who completes a game report will get a portion of the fee paid by the school for mileage.** Referees who carpool will be expected to share in the travel expenses and make those arrangements directly with one another.
- × Since it takes about 30-45 days to secure payment from schools, the checks for referees will be distributed **once funds become available.**
- × All season game reports must be submitted to the website no later than the given date by the assignor to receive payment.

CRITERIA FOR SELECTING PLAYOFF REFEREES has been developed over several years. The Executive Board determines the referee pool and crews for the highest level of post season play. The criteria utilized are as follows:

- × Referees must be in good standing within the SSRA.
- × Referees who have attended all training and participated in the physical test will be more highly considered than those who have missed part of the training or not participated in the physical test.
- × Referees must have a minimum of one year's prior experience in the Association and no less than three years of soccer officiating experience. The board can make an exception to this rule if deemed appropriate.
- × Referees must have worked a minimum of ten varsity level games to be eligible.
- × Referees must have a favorable recommendation of the Commissioner (consideration is given to meeting Association guidelines, input from clients, and development reviews).
- × Referees must complete all playoff requirements set by OSAA including getting a 90 or higher on the test. Completed the current year concussion certification. Completed both OCEP and Principals trainings.

If playoff demand calls for relaxing of the above criteria, the Commissioner and Assistant Commissioner may utilize qualified association referees who do not meet the above criteria to augment the identified playoff referees. It is the intent of the Executive Board to involve as many referees in the playoffs as possible and provide them experience. To that end it is the policy of the Board to rotate the center officials at state level finals each year.

TIPS FOR REFEREES

Every day during the Season

All referees should have with them, especially on the days they are doing a game, the following items:

- Clean and wrinkle free uniform.
- Whistle, cards, flags, pencil/pen, coin.
- Cell phone and notebook containing list of referees and their phone numbers, school contacts and phone numbers, game reports, etc.
- Directions can be obtained at www.mapquest.com or from OSC.
- Personal first aid kit.

PLAN YOUR DAY SO THAT YOU ARRIVE, IN UNIFORM AND READY TO BEGIN, AT LEAST 15 MINUTES PRIOR TO THE SCHEDULED GAME TIME.

Once the Referee Arrives at the Game Site

- Only one team shows up on the field...WAIT AND COMMUNICATE...with the coach and school administrator on site...don't leave until you are excused by the home team.
- If you are assigned another game later that same day and the delay throws off your schedule...call the Assignor, and let them know. No excuses.
- You arrive at the field and no one is there...CHECK YOUR SCHEDULE FOR DATE, TIME, AND PLACE FIRST...then go to the school office and inquire if the game was canceled, moved, or rescheduled...call the Assignor immediately.
- Only you have shown up for a varsity match when one or two other referees were scheduled. WAIT FOR 15 MINUTES AFTER SCHEDULED GAME TIME...if no referee shows, start the match as an emergency one-referee game. If, before half time, the other one or two referees show up, then switch to a three or two (dual) man system.
- If you and one other crew members show up for a match. Start a dual system of officiating on time. DO NOT switch from a dual system to a three man after the game has started.

In your pre-game make sure of the following:

- Blood kits are required; please ask the coach if one is available and believe what he/she says and note on game report card.

- Ask the coach if players are properly equipped for the contest, believe what he/she says and note on game report card. Conduct a cursory inspection and go back to the coach and ask him/her to take care of any problems (i.e. improper shin guards, jewelry, etc.).

- Obtain rosters and remember that players can be added after the game has started.

- Identify the administrator (most likely an athletic director, principal, assistant principal or other school administrator) on site - do not arbitrarily decide not to play if one is not present. **COACHES OR PARENTS MAY NOT FULFILL THIS ROLE.** AFTER THE GAME, PLEASE INFORM THE COMMISSIONER if no one is present.

- Goals are securely anchored; **if goals are not anchored**, games at all levels **shall not be started** until they are anchored.

- Do not threaten coaches or administrators that a game will not be played or played in the future if the goal posts are not legal; lines are 6" wide, or such other conditions that are not a safety hazard to the players. Report these items to the Commissioner.

- Conduct your pre-game duties with confidence and structure, it will set the tone for the game.

During the Game

- **Stop games for injuries** - error on the side of safety.

- Any player who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) **shall be immediately removed from the contest** and shall not return to play until **cleared by an appropriate health-care professional**.

- You issue a card to a coach/assistant coach/trainer. **FIRST, TAKE YOUR TIME, DO NOT RUSH AND REMAIN CALM.** Hold the card above your head, as you would with a player, and show it to the coach/assistant/trainer so there is no misunderstanding. Make sure that both coaches are notified as to the reason for the card, no long detailed explanations here. If you **give a coach a red card** and

no assistant coach or a school administrator is there to take his/her place, then the game **is terminated**. Immediately report the incident to the Commissioner.

- Should a fight break out on or off the field. **BACK OFF AND FORM A "TRIANGLE OF CONTROL" WITH FELLOW OFFICIALS TO OBSERVE AND TAKE MENTAL NOTES ABOUT INVOLVEMENT.** DO NOT touch any players or anyone for that matter, in an attempt to break up the fight. Penalize any offending parties after the situation is under control. If control cannot be gained, terminate the game, promptly leave the field, and immediately report the incident to the Commissioner.
- **Spectator control is NOT your responsibility---Go through the coach AND only THE COACH OR ADMINISTRATOR to control players on the bench and fans in the stands/sidelines. If necessary, suspend the game until the problem is resolved.**
- Follow the guidelines regarding contests during thunder and lightning storms.
- DO NOT overly discuss rules or calls with coaches and players and never with a spectator.
- NEVER pull your rule book out on the field before, during or after the game. WAIT for the debriefing or until you get home.

After the Game

- **DO NOT HAVE ANY VERBAL EXCHANGES WITH ANYONE AND NEVER ENGAGE IN ANY PHYSICAL CONTACT. REFEREES WHO DO NOT FOLLOW THESE INSTRUCTIONS WILL BE REFERRED FOR DISCIPLINE.**
- Referees are discouraged, especially at the varsity level, from engaging in handshakes with teams or coaches after the games - leave the field and parking lot immediately and debrief in a private location.

General Tips

- Take immediate and decisive action on all matters of discrimination, harassment, or taunting. **EACH REFEREE IS RESPONSIBLE FOR ACTING ON THESE MATTERS, DO NOT IGNORE.**
- Be a professional at all times and do not talk about other referees to coaches, parents, or the general public. Respect for your fellow referees is very important to this Association.
- **Do not engage in public discussion about coaches or players of individual teams. You never know who knows whom and how that will come back as a negative to the referee and the Association.**

- Do call your mentor and talk - and mentors do the same.
- **Call your fellow referees assigned to the contest and confirm assignment, uniform and car pool. If you have not heard from the lead referee - CALL HIM/HER!!! If you need assistance communicating with your crew reach out to the assignor.**
- Manage the game, do not dominate it!
- Keep coaches in coaching areas.
- Don't "volunteer" or self-assign yourself for games that are above your level of development.
- Communicate with the Commissioner/Assignor, Jose Maciel regarding problem fields, players, coaches, fans and administrators. Remember you may be there only once but each referee assigned is reporting the same problem and a multitude of different problems with the same client school will signal needed action by the Commissioner.
- If you fail to show for an assignment please notify the Assignor or Commissioner ASAP. This means calling the Assistant Commissioner or Commissioner the same day it happens. Do not let us be caught off-guard by an Athletic Director reporting you were not at the game.
- Don't leave an assignment for which no teams have taken the field or upon completion of games until you have talked face to face to a coach, athletic director, or administrator and they release you.
- ATTEND ALL SEASON TRAINING SESSIONS AND MEETINGS! Check your assignments before you come to each meeting. Failure to do so may result in embarrassing situations.
- Submit game reports online in a timely manner - no report, no pay.
- Remember that alcohol and tobacco use are prohibited.



NATIONAL FEDERATION HIGH SCHOOL SPORTS OFFICIAL'S CODE OF ETHICS



Officials at interscholastic athletic events are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all interscholastic officials.

Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.

Officials shall work with each other and their state associations in a constructive and cooperative manner.

Officials shall uphold the honor and dignity of the profession in all interaction with student athletes, coaches, athletic directors, school administrators, colleagues, and the public.

Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.

Officials shall be punctual and professional in the fulfillment of all contractual obligations.

Officials shall remain mindful that their conduct influences the respect that student athletes, coaches and the public hold for the profession.

Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.

Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.

